



# CITY OF HOUSTON

## Job Posting

SW

1	<b>Applications accepted from:</b>	ALL PERSONS INTERESTED	
2	<b>Job Classification</b>	IRM Manager	
3	<b>Posting Number</b>	PN# 104494	
4	<b>Department</b>	Convention & Entertainment Facilities	
5	<b>Division</b>	Support Services	
6	<b>Section</b>	System Support IT	
7	<b>Reporting Location</b>	George R. Brown Convention Center	M
8	<b>Workdays &amp; Hours</b>	– F, 8 a.m. – 5 p.m.	

\*Subject to change

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**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

The selected candidate will be responsible for the design, configuration and management of Microsoft Windows servers supporting approximately 150 users. The selected candidate will configure and manage Active Directory Infrastructure and various third party applications. Will also be responsible for planning, monitoring, and evaluating the performance of server systems and making recommendations for improvements/upgrades. This individual will be responsible for providing support for unresolved help desk issues. Will provide technical consultation as well as develop, design, test and implement plans and procedures to protect and continue information system activities related to network servers in case of emergencies disasters, including replicating SQL servers and virus protection. Will establish strategies, standards and procedures that provide for the effective and efficient management of the systems support and server support functions. Will be responsible for overseeing the development and issuance of a policy and procedures manual in support of technical and operational standards for these areas. Will determine future hardware and software requirements including user liaison, preparations of specifications and contract negotiations. Must display solid team leadership skills and experience, as well as excellent writing and presentation skills. The selected candidate will serve, as a technical advisor to management will also maintain working relationships with vendors and consultants on projects and technical support issues. The selected candidate will manage and monitor projects with little supervision.
- 10

**WORKING CONDITIONS**

This position occasionally requires stooping or bending. Occasionally lifting computers and moving copiers.
- 11

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor’s degree in Computer Science or a closely related field.
- 12

**MINIMUM EXPERIENCE REQUIREMENTS**

Six years of experience in programming, systems analysis and design or a closely related field are required. Directly related experience may be substituted for the education requirement on a year-for-year basis.
- 13

**MINIMUM LICENSE REQUIREMENTS**

A valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).
- 14

**PREFERENCES**

Prefer selected candidate self-motivated with extensive experience in IT operations to include server operations and maintenance. Prefer experience with Active Directory/design, configurations deployment and management. Must have strong oral and written communication skills, including presentation skills and experience communicating with technical and non-technical audience. Prefer experience with SAP and Concentrics. Must be able to manage projects efficiently for on-time, on-budget delivery.
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**SELECTION/SKILLS TESTS REQUIRED**

None
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**SAFETY IMPACT POSITION** ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
- 17

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 29

\$1,885 - \$2,639 Biweekly \$49,010 - \$68,614 Annually
- 18

**OPENING DATE**

May 18, 2005
- 19

**CLOSING DATE**

Open Until Filled
- 20

**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** Our Telephone Device for the Deaf (T.D.D.) Phone Number is (713) 837-9496.

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